



## All Saints' PTA Managing Volunteers Policy

### **1. Introduction: what your organisation does, its main goals and ethos. Why it is involving volunteers. How do volunteers help the organisation achieve its purpose?**

The PTA is run by parents of the school. Its main aim is to fundraise for the school by organising a series of fun events for children and parents. PTA fundraising is increasingly important as the school's budget has been significantly decreased over recent years.

The PTA fundraises through a series of events in the school calendar. Two discos each year, an entry to the May Day Carnival and for Foundation and Year one, an Easter Party. Family events include a Bingo evening, Summer Fair, Christmas Fair and a Camping Weekend. A quiz night for parents and a social evening out is also organised.

Without everyone doing a little bit the PTA wouldn't be able to put on these events and raise so much extra money for the benefit of all our children.

### **2. Recruitment: what process you use. Whether you use application forms or not, hold an informal chat or a more formal interview, how references are handled, whether you do police checks, etc.**

Every parent in the school is automatically part of the PTA and can get in touch if they would like to help in any way. Volunteers bring with them a range of skills and experience that can enhance the learning opportunities of pupils and bring new ideas and fundraising suggestions to further increase the school funds.

Our volunteers include:

- Members of the Governing Body
- Parents/relatives of pupils
- Teaching staff

The types of activities that volunteers engage in, on behalf of the school, include:

- Running stalls at fundraising events
- Selling drinks and refreshments
- Administration
- Liaising with members of staff
- Marketing and Publicity
- Accounting
- Arts & Crafts

- Co-ordinating/hosting children's games
- Co-ordinating/hosting adult socials
- Committee meetings

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis should contact the PTA committee via the email address or Facebook page, details of which are available on the school website.

### **3. Selection of volunteers, Induction and Training: what the volunteer can expect.**

The experience, qualities, skills and needs of any volunteer will be considered when deciding about the allocation or roles at each specific PTA event. N.B. There is no guarantee that a volunteer will be found an immediate placement or any placement at each specific event. If this is the case, a verbal/written communication will be sent to the individual explaining why their services were not required.

Any volunteers should agree to carry out all reasonable tasks assigned to him/her to the best of their ability and to generally promote the interests of the school. They will be asked to agree to abide by the terms and conditions set out in the relevant PTA policies which they will be signposted to on the school website.

### **4. Expenses: what is covered and how expenses will be reimbursed.**

Any items bought for any PTA event by a volunteer, that have been agreed in advance with a PTA committee member, will be reimbursed by the PTA committee once a receipt/proof of purchase has been received.

### **5. Supervision and Support: clarity on who will provide this and how.**

The volunteer's role, including status with pupils, will be made clear. Volunteers will be given opportunities to contribute their ideas and opinions about the work that they are engaged in.

As a PTA, we value the work of volunteers in school and to demonstrate this we aim to show appreciation for the volunteer's work.

### **6. Insurance: clear evidence that volunteers are covered.**

Volunteers are covered by Bradford Council Health & Safety Statement and indemnity and Public Liability Insurance.

### **7. Health and Safety: basic information and reference to the organisation's Health & Safety policy (and any other relevant policies).**

The school has a Health & Safety Policy and this is made available to volunteers working in the school.

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated member of staff /PTA committee member.

### **8. Problem solving or Complaints Procedures: clear procedures are in place.**

Where a volunteer is engaged in a 'one-off' activity no formal checks are required. Any concerns a volunteer has, about child protection issues, should be referred to the designated member of the PTA or Head Teacher.

Any complaints made about a volunteer will be referred to the Chair/Co-Chair of the PTA or appropriate senior member of the PTA committee for investigation as per the PTA Complaints Handling Policy.

### **9. Confidentiality Statement**

Volunteers will be told that information relating to pupils, parents and staff is confidential and volunteers will maintain confidentiality at all times. Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers may have about the pupils they work with/come into contact with should be voiced with the designated member of the PTA and NOT with the parent(s) of the child.

Volunteers who are concerned about anything in the school, which may affect their work, should raise the matter with the Chair/Co-Chair of the PTA or appropriate member of the Committee. Any information gained at the school about a child or adult should remain confidential.

Information about volunteers is also a matter of confidentiality and application forms and personal details must be kept securely by the PTA and not divulged to others except on a need to know basis.

Last updated October 2018.